

CIVIL AIR PATROL
Montana Wing
P.O. Box 1887
Great Falls MT 59403-1887

MT Wg Supplement 1
CAPR 66-1
9 March 2006

Aircraft Maintenance

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 1 February 2000, is supplemented as follows:

3a. Added. All Corporate aircraft assigned to the Montana Wing will be maintained in an IFR capable status.

4a. Added. Corporate aircraft will be assigned or reassigned only with prior approval of the Wing Commander. Squadrons that are assigned corporate aircraft are responsible for the control, supervision and maintenance of the assigned aircraft. Minor maintenance and organizational maintenance as outlined in paragraph 9 CAPR 66-1 is a squadron responsibility. Any equipment added to any corporate aircraft becomes the property of CAP even though acquired through squadron sources. It must be clearly understood that aircraft are assigned for the purpose of carrying out the Civil Air Patrol mission, and as with all corporate equipment, the unit of assignment is responsible for the proper use and care of the equipment. It must also be understood that all labor and materials provided from unit or member resources, while greatly appreciated, must be fully donated and cannot be compensated for in any way. In accepting assignment of an aircraft, the unit commander will sign a Memorandum of Understanding as outlined in attachment 2 to this supplement.

4b. Added. In the event of any permanent or temporary transfer of aircraft between units of the wing, the following procedures will apply:

1. Aircraft will be transferred with full tanks. Losing unit will be responsible for filling tanks at the time of transfer.
2. Cost and operation of any transfer flight will be as directed by the Wing Director of Operations.
3. All logbooks and time sheets will remain with the aircraft. Form 99 release sheets will remain with the unit. Each unit will maintain their own release forms.
4. When a unit releases an aircraft to another unit it will complete an operations report (MT Wg Form 10) and forward it to the Wing Director of Operations and Wing Finance Officer. Negative reports are required. Report will be submitted at the time of transfer.
5. The losing and gaining units will conduct a joint inspection of the aircraft IAW attachment 2 to this supplement.

4c. Added. Units assigned a corporate aircraft will submit the following reports:

1. A monthly flying hour report (MT Wg Form 10) listing all flying hours by mission symbol. This report will be submitted to the Wing Director of Operations along with copies of the wing form 1's for the month not later than the 5th day of each month.
2. A copy of the MT Wg Form 10 along with payment for maintenance charges will be submitted to the Wing Finance Officer. Negative reports are required. The Hobbs meter will be the basis for determining flying hours. All flights will be listed on the back of the form 10 by mission number and hours flown. The hourly maintenance charge as shown in attachment 1 to this supplement will be paid to the wing for every hour flown except for USAF funded missions or wing directed flights. Both engine tach and Hobbs meter time will be included in the report.

Supersedes MT Wg Supplement 1, 1 October 2005

OPR: MT Wg LGM

Distribution: 1 HQ CAP/USAF/LGM, 1-RMR, 1-MT WG SD, 1 each staff agency, unit

3. Copies of all form 99's will be submitted to the Wing Director of Operations and the Wing State Director not later than the 5th day of the month IAW paragraph 4-6 CAPR 60-1 Flight Release Officer Responsibilities and Procedures.

4d. Added. On wing directed flights, the wing will pay for the fuel and credit the aircraft with the appropriate amount of maintenance money. The Wing Commander must authorize flights flown in support of or by the wing. The Wing Maintenance Officer may authorize maintenance support flights.

4e. Added. The maintenance fund is primarily for routine maintenance. Units are responsible for organizational maintenance and are encouraged to perform all maintenance within the unit's capability. The Wing Finance Officer will make disbursement of maintenance funds with the prior approval of the Wing Maintenance Officer. In no case will any wing funds be committed without the prior approval of the Wing Maintenance Officer. Alternate approving officials are the Wing Director of Operations or the Wing Commander. In the event of emergency maintenance when no approving authority can be contacted, pilots must use their own good judgement. Oil and filters for routine oil changes will be paid for from the aircraft maintenance fund. Units are responsible for the labor. The following specific procedures apply:

1. When any approved work is completed, obtain a receipt showing breakdown of parts and labor costs and submit it to the Wing Maintenance Officer. The maintenance officer will record this information in the aircraft records and forward to the Wing Finance Officer for payment.
2. Any maintenance costs incurred without prior approval are not reimbursable. Exception: In the event of emergency maintenance when no approving authority can be contacted, pilots are expected to use their own good judgement.
3. Annual and 100 hour inspections will normally be done on a competitive bid basis. Local shops will be given every consideration if their bid and past work is competitive. Whenever practical an annual inspection will be performed in lieu of a 100 hour inspection.
4. Each unit having or possessing an aircraft will appoint a maintenance officer to supervise the care and maintenance of the aircraft.
5. The flying time utilization goal is 200 hours per calendar year per aircraft.

5a. Added. Prescribed maintenance forms will be used to record maintenance information on corporate aircraft. These forms are designed to track recurring inspections and maintenance actions. Wing forms 1, 2, 7, and 8 will be completed and carried in the aircraft. Wing forms 1 and 2 may be removed as the form is filled but will remain on file for one year from the date of removal. Wing form 2 provides written communication between pilots and squadron maintenance officers. It will usually be the squadron maintenance officer that fills out the "ACTION TAKEN" block and initials the "INSP" block. Any pilot discovering a condition the he or she considers a "safety of flight item" will record the discrepancy on the Wing form 2 and notify a unit Flight Release Officer. The FRO will consider the aircraft grounded and notify the Maintenance Officer, Squadron Commander, and other FRO's. The aircraft will not be released for flight until the exact status of the discrepancy is determined. Wing forms 7 and 8 may be removed from the log but must be retained on file. Any time any component is changed that information will be forwarded to the Wing Maintenance Officer. All forms will go with the aircraft on any transfer of the aircraft.

Donna Sartain, LTC, CAP
Administration Officer

JAN E. VAN HOVEN, COL, CAP
Commander

FLYING HOUR CHARGES

Flying hour charges for locally funded flying will be as follows:

1. Squadrons will be responsible for all fuel and oil costs.
2. A maintenance charge of \$41.00 per hour will be submitted with the MT Wg Form 10.

MEMORANDUM OF UNDERSTANDING

In accepting the assignment of Cessna _____, N _____ to the _____
_____, Squadron, I understand the following conditions:

1. The aircraft is the property of Civil Air Patrol and may be reassigned, sold, or otherwise removed from the jurisdiction of the unit at the discretion of the Wing Commander or higher authority.
2. The aircraft is assigned for the sole purpose of carrying out the Civil Air mission and must be operated and maintained in strict accordance with Civil Air Patrol regulations and policies.
3. The annual utilization goal is 200 hours per calendar year.
4. Monthly operation reports and payments are required and must be submitted by the 5th day of each month.
5. Flying hours will be reported and paid for on the basis of Hobbs meter readings.
6. The aircraft will be available for ALL training and actual SARS.
7. The aircraft is subject to periodic inspections by the Wing Maintenance Officer.
8. Failure to observe the provisions of CAP and Wing directives may result in the transfer of the aircraft.
9. The aircraft has the following extra equipment that is the property of Montana Wing.

Signature

AIRCRAFT TRANSFER INSPECTION CHECKLIST

This checklist is to be completed by a representative of both the gaining and the losing unit for any temporary or permanent transfer of aircraft with the Montana Wing. Both representatives will sign the completed checklist, noting any discrepancies, then forward the form to the Wing Maintenance Officer for resolution. Recommendations for changes in the document or changes in procedures are welcome and should be referred to the Wing Maintenance Officer for action.

Placards – CAP “NOT FOR HIRE”, seat slip warning, and cross wind limits.

Montana state registration decal

CAP decal

Airworthiness Certificate

Aircraft Registration

Radio License

Pilots operating handbook

Loran operating handbook

Weight and Balance information

Aircraft and engine logs

Radio/Throttle Gust lock

Due dates for:

Oil change

Pitot Static System

Transponder

ELT Battery

Annual/100 hour inspection

Engine Tach reading: _____

Hobbs Meter Reading: _____

Aircraft General Condition:

MT WG Supplement 1 to CAPR 66-1 dated 1 February 2000
Attachment 4

9 March 2006

WING MAINTENANCE FORMS

MT WG Form 1	Aircraft Flight Record	1 January 1992
MT WG Form 2	Maintenance Discrepancy	1 October 1994
MT WG Form 7	Inspection Record	15 February 1994
MT WG Form 8	Oil Change Record	8 October 1986
MT WG Form 10	Monthly Flying Time Report	4 February 2006